

Oak Ridge National Laboratory is looking forward to hosting the CMI Annual Meeting, August 16-18. Additional information is included here to help make your visit a success.

MEETING SCHEDULE

An updated schedule, driving directions, and a map will be posted on the [meeting website](#).

PRESENTATIONS

Plenary speakers have been asked to provide their presentations in advance to their session chair. This will avoid delays and the potential technical difficulties of switching laptops.

Any **thumb drives** brought to ORNL will have to be scanned for bugs in a kiosk at the conference center before they can be used with ORNL computer equipment. It is recommended that the thumb drive contain only files needed at this meeting, allowing the process to go more quickly than with a thumb drive containing large amounts of data.

POSTER SESSIONS

Posters may be dropped off at the reception desk on the same floor as the meeting rooms. Easels, poster boards and hanging materials will be provided. No printing services will be available onsite.

TECHNICAL TOUR

If you have pre-registered for the technical tour on Wednesday, August 17, please be sure to wear *closed-toe shoes*.

MEALS

Continental breakfast and lunch on Tues/Wed/Thur are provided. Dinners are not provided.

MONDAY EVENING, August 15

Check-In/Visitor Badging for ORNL Access at DoubleTree Hotel, 6pm to 7pm

If your travel schedule allows, please visit the DoubleTree Hotel lobby between 6pm and 7pm to check-in and get pre-badged. This will minimize the slow-down at the guard portal and get you to breakfast much faster on Tuesday morning.

DoubleTree Hotel
215 S. Illinois Ave.
Oak Ridge, TN 37830

US Citizens: Bring your photo ID and/or DOE badge

Non-US Citizens: Bring your photo ID, *ORNL entry pass that you received via email*, Visa and Passport to the check-in

If your flight time does not allow you to make it to the hotel for visitor badging, plan on arriving *no later than 7:30am* at the ORNL Conference Center for check-in.

TUESDAY MORNING, August 16; WEDNESDAY MORNING, August 17; and THURSDAY MORNING, August 18

To avoid early morning lines at our conference center and significant slow-downs at the guard portals on your way into the laboratory each morning:

1. ALL: Please plan on *carpooling*. We have significant slow-downs at our portals on Bethel Valley Road due to summer students and other visitors.
2. ALL: Allow plenty of time to drive from your hotel to ORNL. *Your GPS will underestimate driving time.*
3. ALL: If you pre-registered on Monday, wear the event badge you received at the DoubleTree while in your car on the way through the portal.
4. If you have a DOE HSPD12 badge, also wear it in your car on the way through the portal.
5. If you do not have an HSPD12 badge, please have your alternative photo ID easily accessible to show to the guard at the portal. You'll have to show that photo ID at the portal even if you picked up your event badge at the DoubleTree on Monday evening.
6. **Non-US Citizens:** If you do not pick up your event badge at the DoubleTree on Monday evening, please have your photo ID and the entry pass you received via email from ORNL ready as you approach the gate. This will allow you entry to the site and the guards will direct you to the ORNL Visitor Center for badging.

When approaching the guard portal, the RIGHT lane is for visitors. After you drive through the portal, as you near the Conference Center, road signs with the CMI logo will direct you to the **Conference Center Parking** lot which is across Bethel Valley Road from the Conference Center. Do not park in the small Visitor's Center lot right next to the Conference Center building. It is for short-term parking only.

CONTACTS

- Site Event Manager: Julia Kelley, kellyjs@ornl.gov or 865-574-1013
- **For the week of August 15, 2016, contact Julia Kelley at 865-228-0554**
- Site Event Support: Teresa Williams, williamst@ornl.gov or 865-574-4506
- CMI Operations: Cynthia Feller, feller@ameslab.gov or 515-296-4504
- **For the week of August 15, 2016, contact Cynthia Feller at 515-231-4692**